



**NOTICE REGARDING RIGHTS & RESPONSIBILITIES
FOR SUPPLEMENTAL NUTRITION ASSISTANCE
PROGRAM (SNAP) AND CASH ASSISTANCE
DIVISION OF FAMILY RESOURCES**

State Form 54105 (R9 / 10-14) / DFR 0009C



DFRNRAE01

Client Name:

Case Number:

**CASH ASSISTANCE – Temporary Assistance for Needy Families (TANF); Refugee Cash Assistance (RCA);
SNAP (Food Assistance)**

Please read this form about the rights and responsibilities of the programs you have chosen. When we refer to "you", we mean all persons applying for and receiving benefits in your household.

SECTION 1

THIS SECTION APPLIES TO SNAP AND CASH ASSISTANCE.

Additional requirements for the specific programs are in the following sections.

1. You have the right to apply for benefits at any time during normal office hours. The date you turn in your application determines the date your benefits begin if you are eligible. **Don't delay in filing your application.**
2. You may appoint someone to apply for benefits on your behalf.
3. A decision must be made on your application within the following time frames: thirty (30) days for SNAP if you are not entitled to expedited service; and sixty (60) days for Cash Assistance.
4. You have the right to review information you provide that is entered into the ICES computer system.
5. You will need to answer all questions that are required to determine eligibility for the programs you have chosen. All personal information you give is confidential and will be used to determine your eligibility for benefits.
6. Eligibility for benefits is determined without any regard to race, color, creed, sex, age, handicap, national origin, or political belief. Information is requested about your racial-ethnic heritage to comply with the Federal Civil Rights Law and the Food and Nutrition Act. However, you do not have to provide this information as it is strictly voluntary. If you choose not to give us this information, we will indicate a race/ethnicity classification for you for data collection purposes. This will not affect your eligibility or level of benefits. The reason for collecting this information is to assure that program benefits are distributed without regard to race, color or national origin.
7. A Social Security number (SSN) must be given for each applicant who can legally have a number. If you don't have an SSN you must apply for one. Your SSN will be used to check the records of other State and Federal agencies such as the Social Security Administration, Bureau of Motor Vehicles, Internal Revenue Service, Department of Workforce Development, and other states' public assistance records. Any information we receive about you from these sources is kept strictly confidential, and used only to determine your eligibility for benefits. We may ask for the Social Security numbers of family members who are not applying; however, you do not have to provide these numbers as a condition of eligibility. Determination of eligibility will not be delayed, denied, or discontinued due to waiting on a Social Security number to be issued. If discrepancies are found, this may affect the household's eligibility and level of benefits.
8. If you are an immigrant, you must provide the document showing your immigration status. A person who does not provide immigration documents or has no documentation cannot receive SNAP or Cash Assistance. The immigration status of lawful immigrants who are applying for or receiving benefits is subject to verification through the Systematic Alien Verification System (SAVE) administered by the U.S. Citizenship and Immigration Services (USCIS). Information received from USCIS may affect the household's eligibility and level of benefits.
9. Undocumented immigrants who are not applying for assistance will not be reported to the United States Citizenship and Immigration Service.
10. In order to remain eligible for SNAP and Cash Assistance, you may be referred to the employment and training program. You will be required to participate in the employment and training program and do specific activities, unless you meet certain exemption criteria. TANF work ready applicants are required to complete Applicant Job Search (AJS) as a condition of the eligibility process. Failure to complete AJS without good cause may be grounds for denying the TANF application.
11. If you voluntarily quit a job without good reason or if you are terminated from a job for disciplinary reasons, it may affect your eligibility and the amount of benefits you receive.
12. You will need to verify certain information you provide, based on the requirements of the programs you have chosen. If you have tried to get the papers, but are unable to do so, you can sign a release of information and the caseworker will get the information. Any release of information form that you sign must have the name of the person, agency, or organization that the caseworker will be contacting. This release is to be signed only if confidential information needs to be shared in order to obtain the verification, such as from a medical facility or financial institution.
13. Certain persons must be included in the application and/or have their income, resources, needs and/or expenses counted in determining eligibility for benefits. For this reason you must report everyone who lives with you.
14. You are required to report changes in your circumstances to the Division of Family Resources. The changes that you must report include your new address if you move, increases or decreases in your household's income, resources, or any change in your family circumstances that may affect your eligibility for benefits. You must report changes within ten (10) days of the date on which you are aware of the change. SNAP assistance groups must only report when their gross monthly income exceeds the gross monthly income limit for their assistance group size. The monthly income limit is included in the notice of eligibility. This change must be reported by the tenth (10th) day of the next month following the change to be considered timely. You will be given a form describing your reporting requirements.
15. You are required to provide complete and correct information to the best of your knowledge. A person who receives benefits by intentionally giving false information or by failing to report information may be criminally prosecuted under State and Federal law.
16. You have the right to receive a written notice about any action taken on your application or on the benefits you receive.



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State Form 54105 (R9 / 10-14) / DFR 0009C



DFRNRAE02

SECTION 1 (continued)

THIS SECTION APPLIES TO SNAP AND CASH ASSISTANCE.

17. You may request a fair hearing in writing if you disagree with any action taken on your case, including the late processing of your application. Your case may be presented at the hearing by any person you choose. *(Note: SNAP recipients may make their request for a SNAP hearing verbally.)*
18. **Any individual who is fleeing to avoid prosecution or confinement after felony conviction, or is in violation of probation or parole resulting from a felony conviction will be ineligible to receive SNAP and TANF benefits. Information in your case file may be released to law enforcement officials to allow them to arrest persons fleeing to avoid the law.**
19. **Any individual who has been convicted under federal or state law of a felony, and this felony includes the possession, use, or distribution of a controlled substance will be ineligible to receive benefits. Ineligibility under this provision is limited to convictions based on behavior which occurred after August 22, 1996.**
20. This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion and political beliefs.

The U.S. Department of Agriculture also prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination with USDA, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845- 6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office of Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 TTY).

USDA and HHS are equal opportunity providers and employers.

SECTION 2

THIS SECTION APPLIES ONLY TO SNAP.

If you are not applying for SNAP benefits go on to Section 3.

1. If your household has little or no income, or includes a migrant or seasonal farm worker, your application for SNAP benefits may receive special expedited processing. This means that you may receive SNAP benefits within seven (7) days from the date the application is filed. To qualify for expedited processing, you must complete all the expedited service questions on the Application for Assistance. If you do not qualify for expedited processing, you may request a conference. The conference will be scheduled within two (2) days and will not replace or delay the request for a fair hearing.
2. To be eligible for SNAP benefits, persons age sixteen (16) through fifty-nine (59) must register for work and do specific activities. These activities include work registration, accepting and keeping suitable employment, and cooperating with IMPACT. Individuals who fail to cooperate with these rules without a good reason can be disqualified from receiving SNAP benefits until they cooperate or for at least two (2) months for the first violation, six (6) months for the second violation, and thirty-six (36) months for the third violation. Some persons can be exempt from these requirements. Ask a caseworker about exemptions.
3. If you are overpaid SNAP benefits and an overpayment claim is done against your household, the information on your application and all Social Security Numbers (SSNs) may be referred to federal and state agencies and private collection agencies for collection purposes.
4. Every person who receives SNAP benefits must follow these rules:
 - ⇒ DO NOT give false information to get or continue to get SNAP benefits.
 - ⇒ DO NOT trade or sell SNAP benefits or Hoosier Works cards.
 - ⇒ DO NOT alter documents to get more SNAP benefits than you are entitled to receive.
 - ⇒ DO NOT use SNAP benefits to buy ineligible items, such as alcoholic drinks and tobacco.
 - ⇒ DO NOT use someone else's SNAP benefits or Hoosier Works card for your personal gain.

If you break the above rules on purpose you can be barred from the SNAP for twelve (12) months if it is your first violation, twenty-four (24) months for a second violation and permanently for a third violation.

Any person who purchases illegal drugs with SNAP benefits will be barred from the program twenty-four (24) months for the first violation, and permanently for the second violation.

A person will be disqualified for ten (10) years if the Family & Social Services Administration or a State or Federal court determines they made false statements or gave false information about their identity or place of residence and received duplicate SNAP benefits.



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State Form 54105 (R9 / 10-14) / DFR 0009C



DFRNRAE03

SECTION 2 (continued)

THIS SECTION APPLIES ONLY TO SNAP.

5. Trafficking is defined as follows:

- The buying, selling, stealing, or otherwise effecting an exchange of SNAP benefits issued or accessed via Hoosier Works EBT cards, Hoosier Works EBT card numbers and personal identification numbers (PINs), or by manual voucher and signature, for cash or consideration other than eligible food, either directly, indirectly, in complicity or collusion with others, or acting alone;
- The exchange of firearms, ammunition, explosives, or controlled substances, for SNAP benefits as defined in Section 802 of Title 21, U.S.C.
- Purchasing a product with SNAP benefits that has a container requiring a return deposit with the intent of obtaining cash by discarding the product and returning the container for the deposit amount, intentionally reselling the product purchased with SNAP benefits in exchange for cash or consideration other than eligible food;
- Purchasing a product with SNAP benefits with the intent of obtaining cash or consideration other than eligible food by reselling the product, and subsequently intentionally reselling the product purchased with SNAP benefits in exchange for cash or consideration other than eligible food;
- Intentionally purchasing products originally purchased with SNAP benefits in exchange for cash or consideration other than eligible food.

Any person convicted of trafficking SNAP benefits of five hundred (\$500) dollars or more will be permanently barred from SNAP. Violators may also be fined up to two hundred fifty thousand (\$250,000) dollars, put in jail for up to twenty (20) years, or both, and may be subject to prosecution under other Federal or State laws. In addition to such penalties, any person convicted of a felony or misdemeanor violation under this section may be suspended by the court from participation in SNAP for an additional period of up to eighteen (18) months consecutive to that period of suspension mandated by the Food and Nutrition Act.

6. If you are not responsible for a dependent child, are able-bodied, and between the ages of eighteen (18) and forty-nine (49), you may receive SNAP benefits no longer than three (3) months unless you:
- Work at least twenty (20) hours per week on average each month; or
 - Participate in a Job Program approved by the Family and Social Services Administration at least twenty (20) hours per week or meet one of the exemptions, or
 - Participate in a Community Work Experience Program (CWEP) activity.

If you have lost eligibility after receiving SNAP benefits for three (3) months, you may regain eligibility by:

- Working at least eighty (80) hours in a thirty (30) day period, or,
- Participating at least eighty (80) hours in a thirty (30) day period in an approved Job Program, or
- Meeting one of the exemptions or
- Participating in a CWEP activity.

7. To receive a deduction for the following expenses, you must report and provide proof to a caseworker of:
- ✓ Child Care Expense
 - ✓ Rent or Mortgage Payments
 - ✓ Medical Expenses
 - ✓ Utility or other shelter costs
 - ✓ Child support paid to a non-household member
8. Failure to report or verify any of the above listed expenses will be accepted as a statement by your household that you do not want to receive a deduction for the unreported expense.
9. When a resident of an institution is jointly applying for SNAP and SSI prior to leaving the institution, the filing date of the application for SNAP benefits that the State agency must record is the date of release of the applicant from the institution.

SECTION 3

THIS SECTION APPLIES ONLY TO CASH ASSISTANCE.

1. Support rights (accrued, pending, and continuing) must be assigned to the State as a condition of eligibility for TANF. The assignment is subject to 42 U.S.C. Section 608 (a)(3) as amended. The assignment of support rights constitutes a financial obligation that is owed to the State by the payor(s). You must agree to cooperate with support enforcement, which could include: identifying and locating the non-custodial parent(s), establishing paternity, and obtaining a court order to ensure payment of support through the courts. Failure to cooperate could result in termination of assistance. Any support payments received after the assignment has been executed should be forwarded to the designated child support agency.

Exception: You may have good cause not to cooperate in the State's effort to collect child support. If you believe that cooperating with support enforcement activities will cause physical or emotional harm to you or the child(ren), you may request to be excused from this requirement. If you want to claim good cause, you must tell the Division of Family Resources and provide evidence to support your claim. You can do this at any time if you believe you have good cause not to cooperate.

Upon termination of TANF eligibility, the assignment ends with respect to current support. Assignment will not terminate with respect to monies owed to the state and federal governments due to the provision of public assistance. After termination of assistance, in accordance with state and federal laws, if the obligor owes current support and or arrearages to both the former TANF recipient/payee and to the State, current support and arrearage will be paid first to the former recipient/payee then to the State, with the exception of federal tax offsets which will be applied first to amounts which the state and federal government are entitled. Support enforcement activities will continue for you although your TANF has ended unless you notify the Child Support Bureau in writing that these services should be discontinued. If you close your Child Support enforcement case, you are no longer entitled to services until you apply and pay the required application fee.

2. When you apply for TANF, you must follow these rules:
- ⇒ DO NOT make false or misleading statements.
 - ⇒ DO NOT take any action to conceal or withhold facts, misrepresent your situation, or submit false documents.



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State Form 54105 (R9 / 10-14) / DFR 0009C



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SECTION 3 (continued)

THIS SECTION APPLIES ONLY TO CASH ASSISTANCE.

If you break the above rules, you can be disqualified from the TANF Program six (6) months for the first violation, twelve (12) months for the second violation and permanently for the third violation.

3. Any individual convicted in a court of a misdemeanor for breaking the rules below can be disqualified from the TANF program for a period of twelve (12) months for the first and second violations and permanently for the third violation. Those convicted of committing a felony for breaking the rules can be disqualified for ten (10) years for the first and second violations and permanently for the third violation.
 - ⇒ DO NOT make false or misleading statements.
 - ⇒ DO NOT take any action to conceal or withhold facts, misrepresent your situation, or submit false documents.
4. While you are on the TANF program, assistance with childcare may be available to you. Childcare assistance may also be available if you lose TANF eligibility because of earnings.
5. While you are on the TANF program, you must follow these rules:
 - You will ensure that your children receive their age appropriate immunizations.
 - You will ensure that your school age children regularly attend school.
 - You will ensure that your children are raised in a safe and secure home.
 - You will not use illegal drugs or other substances that would interfere with your ability to become self-sufficient.
 - You will cooperate with the IMPACT program to develop a self-sufficiency plan and you will comply with the requirements specified in the plan. If you fail or refuse to cooperate with the IMPACT program sanctions may be imposed, including loss of cash benefits and Hoosier Healthwise.
 - You will not receive additional cash benefits for children who are born more than ten (10) months after the date that you are authorized to receive TANF benefits.
 - If you are a minor parent, you will reside with the adult who is related to you as a parent, stepparent, or grandparent or an adult who is your legal guardian.
6. The receipt of TANF cash benefits shall be limited to a total of twenty-four (24) months for adults and sixty (60) months for their families.
7. As a condition of eligibility, adult applicants deemed mandatory for the IMPACT program will be referred to the IMPACT to complete a job search program. Failure to complete the job search program without good cause is grounds for denying the TANF application.
8. Under Indiana law (IC12-13-14-4.5), it is a Class C misdemeanor for TANF recipients to use their Hoosier Works electronic benefits (EBT) card to access TANF benefits at liquor stores, gambling establishments, horse racing facilities, gun stores and adult entertainment establishments. A person convicted of a Class C misdemeanor can be jailed for up to sixty (60) days and can be fined up to five hundred dollars (\$500).